
Categorically Excluded Activity Notification Letter

SAMPLE

(Please read thoroughly and edit text appropriately.)

Town of Americana
P.O. Box 123
Americana, IN 47777

May 1, 2006

Grant Services' Environmental Specialist
Grant Services
One North Capitol, Suite 600
Indianapolis, IN 46204-2208

Re: Town of Americana
Proposed Public Facility Rehabilitation Project

Dear Sir/Madam:

The Town of Americana is applying for a Community Focus Fund (CFF) grant from the Indiana Office of Community and Rural Affairs. The purpose of this grant application is to make necessary rehabilitation improvements to our existing Senior Center. These improvements entail the installation of new windows and doors, along with, the installation of a new heating and cooling system. These improvements will not change the size or use of the Senior Center in any capacity. A grant for the sole purpose of rehabilitation, without change in size or character, is classified as categorically excluded per 24 CFR Part 58.35.

Per this definition, we are requesting that Grant Services allow us to publish the A Notice of Intent to Request Release of Funds immediately following the grant award.

Sincerely,

Chief Elected Official